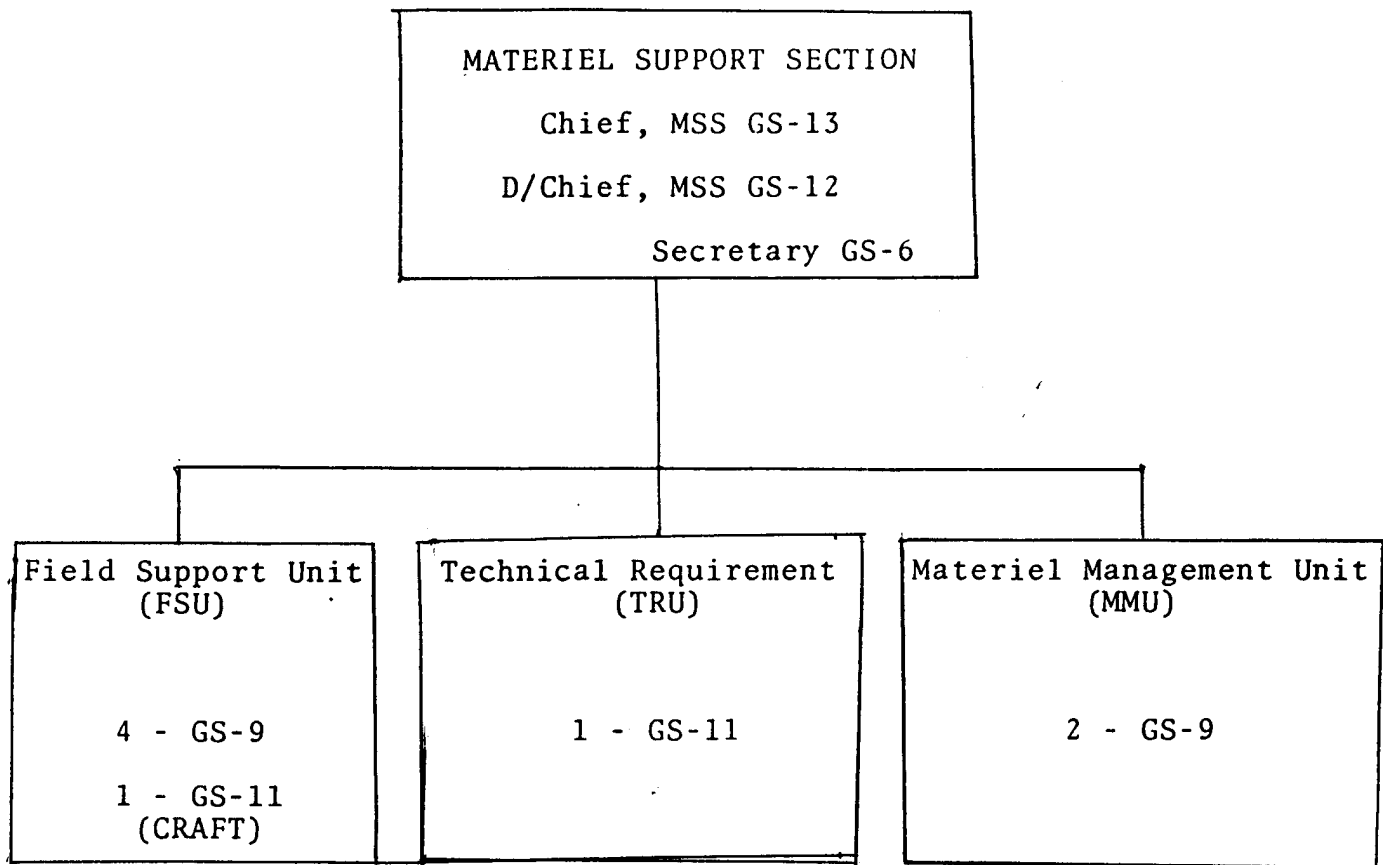


Background Material





Staff consists of:

9 OL Careerists

2 OC Careerists (secretary and TRU position)

FIELD SUPPORT UNIT - To include CRAFT\*

FUNCTION:

Provides material support to the five overseas Area HQS

RESPONSIBILITIES:

1. Processes requisitions through OL supply system (research, item identification, editing, etc.)
2. Follows up 100% on all field requirements processed by FSU and expedite, as necessary.
3. Establishes and maintains document files.
4. Initiates or coordinates on logistics related correspondence to field.
5. Coordinates requirements with OL elements; e.g. Procurement, Supply Management,
6. Direct input to OL Inventory Control system for issues from OC allocated stocks (generate issue notices )
7. Coordinates with officers outside OC and OL for technical approvals, (OS, OTS, OMS, etc. and outgoing correspondence.
- \* Maintains stock allocation  in support of CRAFT field installations.

TECHNICAL REQUIREMENTS UNIT -

FUNCTION:

Provides technical research and identification assistance to general OC material support.

RESPONSIBILITIES:

1. Initiates all data to OL Inventory Control System stock number file for OC cognizant inventory items 
  - a. Establishes new items in the system. Initiates all changes to data elements, e.g. part number changes, technical codes, description, etc.
  - b. Focal point for coordination with OL Supply Management and Cataloging personnel regarding technical data for the ICS.
2. Provides technical research support to Section personnel and officers with-in and outside of OC.
  - a. Assists in clarifying technical data; identifying sources, suitable substitutes/replacements, determining compatibility of requested items with existing equipment.
3. Maintains reference/research materials distributed within the Section and to field activities.
  - a. Develops and publishes (in-house) reference materials (e.g. Bill of Material listings for projects and installations) to assist in item identification, site surveys, etc.

MATERIAL MANAGEMENT UNIT -

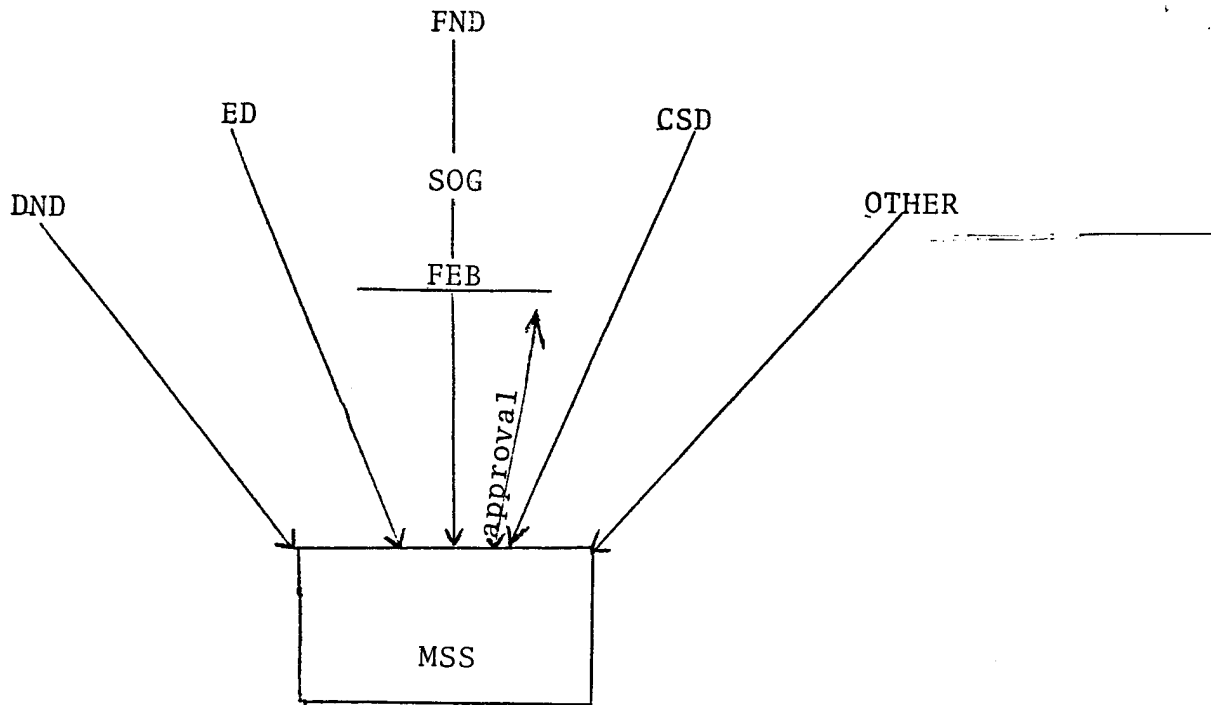
FUNCTION:

Provides materiel support for FND, ED, CSD local requirements and maintenance of OC Stock Allocations

RESPONSIBILITIES:

1. Processes all requisitions for purchase of assets for OC Stock Allocations
2. Monitors inventory data of OC allocated stocks to ensure accuracy in OL Inventory Control System. Processes Reports of Inventory Adjustment, Property Turn-in, as required.
3. Maintains Type II Property Accounts
4. Coordinates with other OL elements, e.g. Procurement, Supply Management.
5. Coordinates with Technical Officers in ED, DND, FND on Action Requests - Direct input to OL Inventory Control system for issues from OC allocated stocks. (Generate issue notices

PRESENT TASKING

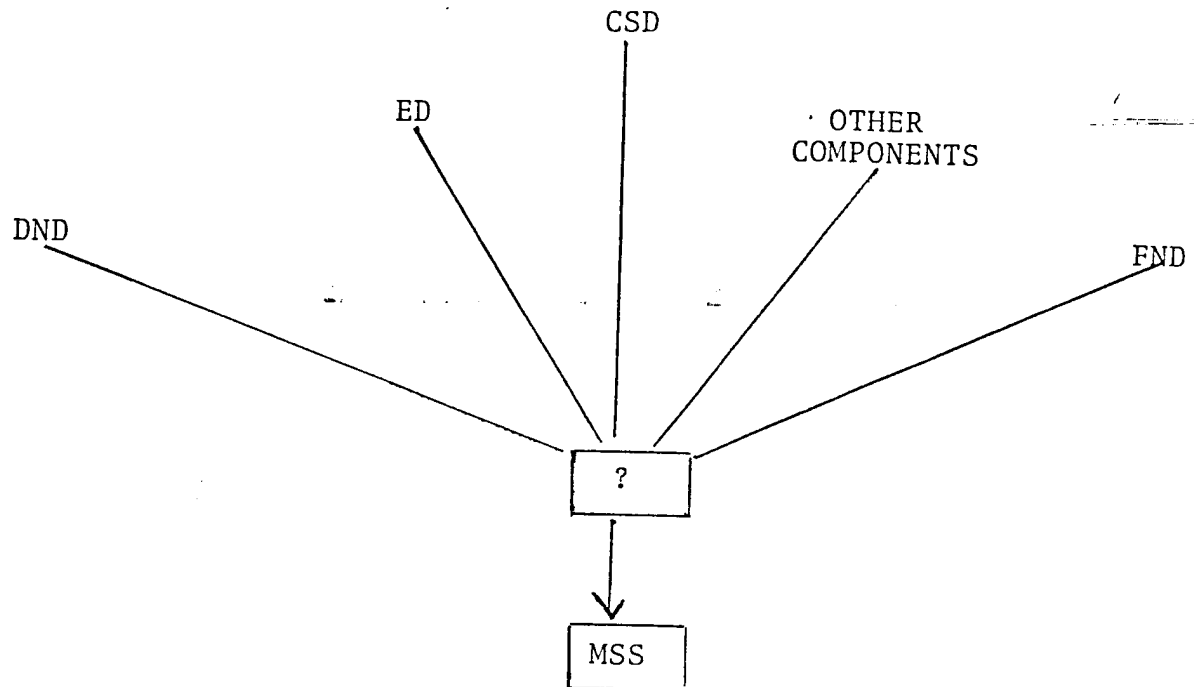


PROBLEM:

MSS not only receives requirements via the FND command structure, but also directly from other OC Divisions.

This situation places the Section in an OC-wide support role and in a position of responding to requirements which compete for priority and assets.

RECOMMENDED TASKING



RECOMMENDATION:

Establish a central point with responsibility and authority for review and coordination of all requirements prior to submission to MSS for action.